

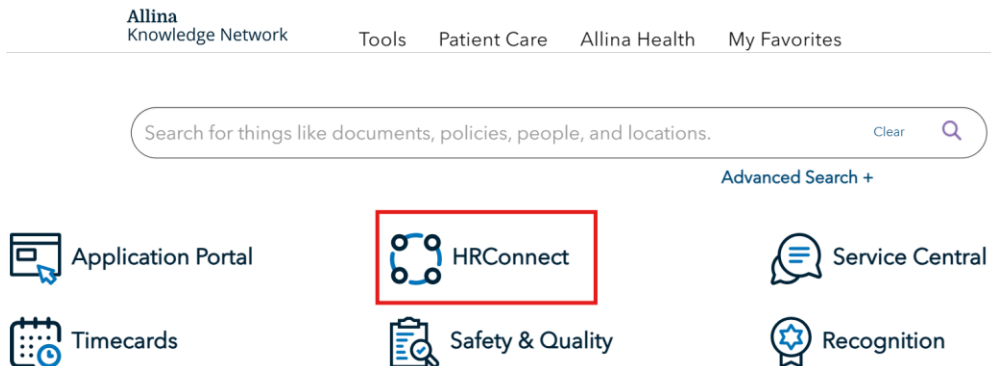
Get ready to enroll in your employee benefits



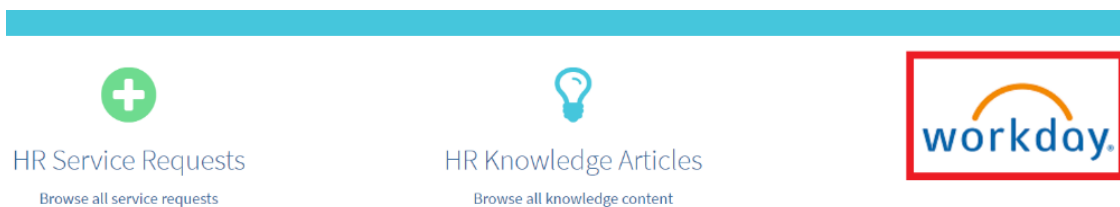
Workday tip sheet for 2026 Benefits Enrollment, Nov. 3–17, 2025

To get started, open the Benefits Enrollment tool in Workday:

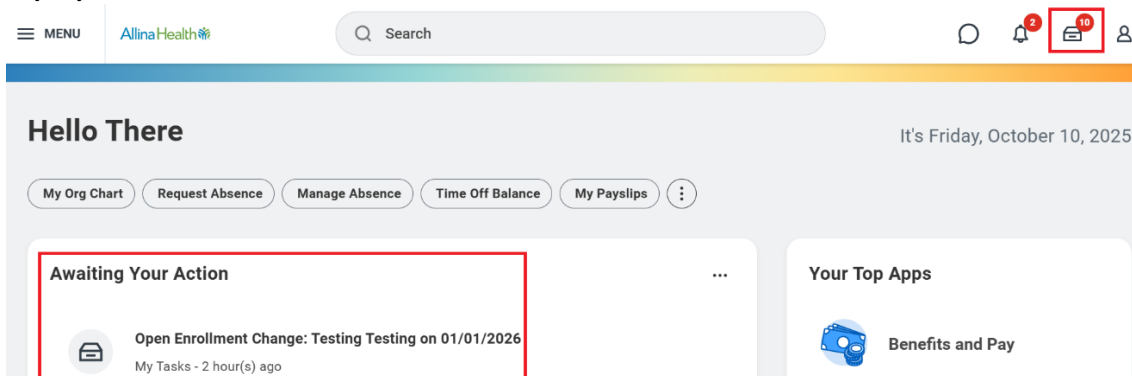
1. On the **AKN** homepage, click **HRConnect**.



2. In **HRConnect**, click **Workday**.

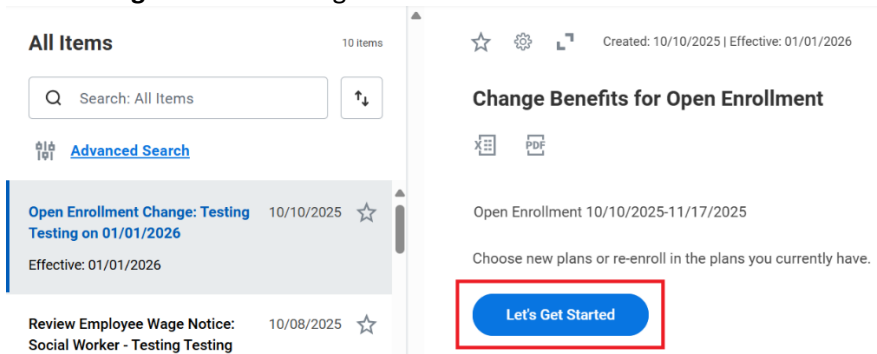


3. In **Workday**, under Awaiting Your Action click **Open Enrollment Change: [Your Name] on 01/01/2026**.



4. In your inbox, click the **Open Enrollment Change** message to access the enrollment tool.
 - The message opens on the left.

5. Click **Let's get started** to begin benefit selections.



6. Follow the instructions below for help on each section.

A. Enter Dependents Missing Social Security Numbers

At this point, if your dependents are missing social security information, you are prompted to enter their social security numbers (SSN).

1. In the **Dependents Missing Social Security Numbers** page, add an SSN for the dependent(s).
2. Click **OK**.
3. In the **Updated Information** window, click **Continue** to move forward with your benefit selections.

B. Select Benefits

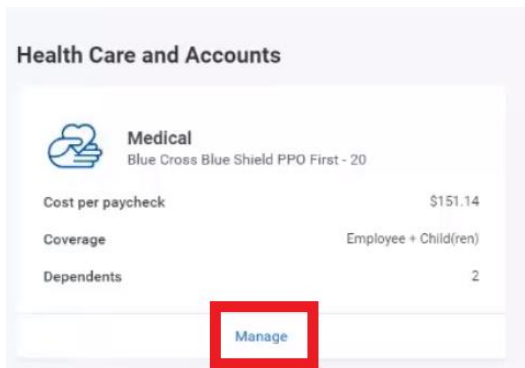
On the **Health Care and Accounts** page, you can manage and enroll in your valuable employee benefits. The tiles display current benefits you are eligible to enroll in and your current elections.

In each tile:

- Click the **Manage** link to change a benefit.
- Click the **Enroll** link to enroll in a benefit.

C. Change and/or Add Dependents to Medical and Dental Benefits

1. In the **Medical** or **Dental** tile, click the **Manage** link.



2. Change the benefit by clicking **Select** next to the plan you would like to enroll in.
3. Click **Confirm and Continue**.

4. You may **Add a New Dependent** or select from existing dependents. The following information is required upon adding a new dependent: first name, last name, relationship, date of birth, gender, national ID and address.
5. Click **Save**.

D. Spousal Medical Coverage Attestation – Allina First and Select Plans

Employees who follow non-contract medical benefits enrolling in either the Allina First or Select Health Savings Plan and covering a spouse must complete the Spousal Medical Coverage Attestation in Workday.

1. In the **Spousal Medical Coverage Attestation – Allina First and Select Plans** tile, click the **Enroll** or **Manage** link.
2. Click **Select** and then click **Confirm and Continue**.
3. Next to Coverage, click in the box and select the statement that applies to you.

Spousal Medical Coverage Attestation - Allina First and Select Plans - Allina

Projected Total Cost Per Paycheck
\$171.28

Coverage

Plan cost per paycheck

Search

☐ My spouse is offered medical coverage through their employer (other than Allina Health)

☐ My spouse is NOT offered medical coverage through their employer

☐ My spouse works for Allina Health

Health Care Instructions

General Instructions

If you are covering a spouse under the Allina First or Select Health Savings Plan, you are required to complete a spousal attestation.

Complete the attestation in four easy steps:
1. Click **Select**
2. Click **Confirm and Continue**
3. Next to Coverage, click the box and select the statement that applies to you
4. To finish, click **Save**

Save

Cancel

4. Click **Save**.

E. Enroll in Flexible Spending Account or Health Savings Account

Flexible spending accounts (FSA) and Health Savings Account do not roll over into the next year. Re-enroll in these accounts if you choose to do so.

1. In the Healthcare FSA or Health Savings Account tile, click **Enroll** link.
2. Click **Select** and then click **Confirm and Continue**.
3. You may enter an annual amount, which will be deducted over 27 paychecks, or **enter a per paycheck amount**.

Healthcare FSA - Optum Financial

Projected Total Cost Per Paycheck
\$297.21

Contribute

Per Paycheck

125.93

Annual

3,400.00

Total Paychecks

27

Minimum Annual Amount: \$100.00
Maximum Annual Amount: \$3,400.00

Summary

Total Annual Contribution

\$3,400.00

Save

Cancel

4. Click **Save**.

G. Finalizing Your Benefit Selections

1. Once you make all your benefit selections, click **Review and Sign**.
2. Under the **Electronic Signature** section, click **"I Accept"** and click **Submit**.

I Accept ☐

3. You can click **View your 2026 Benefit Statement** to save or print your confirmation statement. In the upper right corner, click on the PDF tile to export and download or print your statement.

H. General Tips

- If at any time you need to save your progress to complete it later during the enrollment period, click **Save for Later**.
- Please reach out to the *HRConnect* Service Center at 612-262-4688 if you have questions.
- You may change your elections prior to midnight on Monday, Nov. 17.
 - In Workday, select **'Menu'** in the upper left corner, select the **'Benefits and Pay'** application and then select **'Edit'** under 'Benefit Event: Open Enrollment.' This will bring you to your enrollment again. After you click on 'Edit,' be sure to submit your enrollment again.
- If you submitted your enrollment and want to access your enrollment information, go directly to your inbox in Workday. Click on the tab titled "Archive". Lastly, click on the event titled, "Open Enrollment Change: (Your name) on 01/01/2026". Your enrollment is located here.